

KentuckyHistoricalSociety

Special Collections and Library Fall 2012 Graduate Internship

The Kentucky Historical Society (KHS) is a state agency and membership organization that is fully accredited by the American Association of Museums. The KHS mission is to engage people in the exploration of the commonwealth's diverse heritage by providing connections to the past, perspective on the present and inspiration for the future.

Intern will assist KHS staff with providing public access to KHS archival and library collections through collections processing, inventory projects and cataloging projects. Intern will completely process at least one oral history collection (which can consist of multiple interviews) from accession record level to final digitization and cataloging. The overall goal is to introduce the student intern to the general components of managing archival collections. Thus, the outcomes for the student will be an understanding of the daily operations of the library as well as the strategic goals and initiatives that drive large projects.

Success measures will include the student demonstrating a mastery of the skills they learn from KHS staff and the successful completion of each project. Student should be able to verbally explain the importance of each of the stages of processing an oral history collection and show understanding of the use of equipment and tools necessary to do so, with the finished collection being the final and most compelling product.

This is a temporary unpaid position based in Frankfort, Ky. Employee benefits are not available. Exact timeframe and schedule will be mutually determined by the supervisor and the successful candidate. Housing is not provided.

To apply, email a cover letter, application and resume to phyllis.gilman@ky.gov. No phone calls please. **Application deadline is July 31, 2012.** Equal Opportunity Employer M/F/D